

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. _____

Contract

9173-0/13

Re-Bid Other

LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQLB1400003 TERM OF CONTRACT 3 YEAR (S) WITH 0 YEAR OTR

Requisition /project title: Cisco Equipment, Software, and Maintenance Services - Request To Qualify

Description: The purpose of this solicitation is to pre-qualify bidders for future pricing competition for the Miami-Dade Public Library System (MDPLS). All bidders which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of purchasing Cisco hardware, parts, components, accessories, maintenance, repair services, and technical support services.

Issuing Department: Library Contact Person: Luis Gorgoy Phone: 305-375-1075

Estimate Cost: \$950,000.00

Funding Source: GENERAL FEDERAL OTHER
\$950,000

ANALYSIS

Commodity Codes:	<u>92003</u>	<u>92037</u>	<u>92045</u>	<u>20554</u>	<u>20591</u>
	<u>20491</u>	<u>20687</u>			

Contract/Project History of previous purchases three (3) years
 Check here if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	<u>Various</u>	<u>Various</u>	<u>Various</u>
Small Business Enterprise:			
Contract Value:	<u>\$1,080,000.00</u>	<u>\$980,000.00</u>	<u>\$800,000.00</u>

Comments:

Continued on another page (s): YES NO

RECOMMENDATIONS

SBE	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>

Basis of recommendation:

Signed: Luis Gorgoy

Date sent to SBD: 3/13/14

Date returned to DPM:

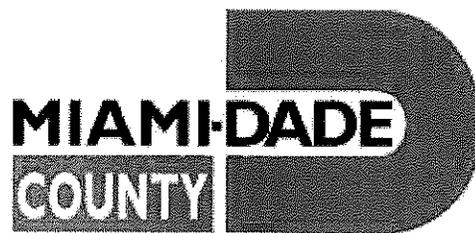
RECEIVED
 DEPT. BUSINESS DEV.
 2014 MAR 13 AM 9:57

2014 MAR 13 AM 9:57

Solicitation RTQ-00038

Cisco Equipment, Software, and Maintenance Services

Bid designation: Public



Miami-Dade County

Bid RTQ-00038 Cisco Equipment, Software, and Maintenance Services

Bid Number **RTQ-00038**
Bid Title **Cisco Equipment, Software, and Maintenance Services**

Bid Start Date **In Held**
Bid End Date **Apr 4, 2014 6:00:00 PM EDT**
Question & Answer End Date **Mar 31, 2014 5:00:00 PM EDT**

Bid Contact **Lluis Gorgoy**
Procurement Contracting Officer 1
Internal Services
305-375-1075
gorgoyl@miamidade.gov

Contract Duration **36 months**
Contract Renewal **Not Applicable**
Prices Good for **Not Applicable**

Bid Comments The purpose of this solicitation is to pre-qualify bidders for future pricing competition for the Miami-Dade Public Library System (MDPLS). All bidders which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of purchasing Cisco hardware, parts, components, accessories, maintenance, repair services, and technical support services.

The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date. Bidders may be pre-qualified in one or all of the following Groups:

- Group 1 – Cisco Hardware & Part
- Group 2 – Cisco Software
- Group 3 – Cisco Maintenance, Technical Support, and Repair Services
- Group 4 – Cisco Professional Services

Item Response Form

Item **RTQ-00038--01-01 - Cisco Equipment, Software, and Maintenance Services**

Quantity **2 each**

Prices are not requested for this item.

Delivery Location **Miami-Dade County**
No Location Specified

Miami-Dade County
generic location
Miami FL 33128
Qty 1

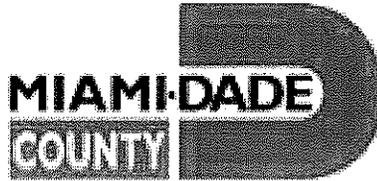
Description
N/A

SOLICITATION NO.: RTQ-00038

OPENING: 6:00 P.M.

Cisco Equipment, Software, and Maintenance
Services

Apr 4, 2014



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T T O Q U A L I F Y

TITLE:

Cisco Equipment, Software, and Maintenance Services

BIDS WILL BE ACCEPTED UNTIL 6:00:00 PM EDT

ON Apr 4, 2014

FOR INFORMATION CONTACT:

Lluís Gorgoy, 305-375-1075, gorgoyl@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.

**SECTION 1****GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r14-1.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

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SOLICITATION NO.

SECTION 2 – SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing Cisco hardware, parts, components, accessories, maintenance, repair services, and technical support services on an as needed basis for the Miami-Dade Public Library System (MDPLS). Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

These bidders shall then be deemed to be pre-qualified to participate in subsequent Request for Quotation (RFQ) purchases as required by the County on either an as-needed or on a periodic basis.

The pre-qualification groups shall be as follows:

Group 1 Cisco Hardware & Parts

Group 2 Cisco Software

Group 3 Cisco Maintenance, Technical Support, and Repair Services

Group 4 Cisco Professional Services

2.2 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the thirty sixty month period.

2.4 QUALIFICATION CRITERIA

Vendors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

MINIMUM QUALIFICATION REQUIREMENTS

Pre-qualification under this solicitation will be made to all responsive, responsible vendors who meet the following minimum qualifications:

Vendors shall provide contact information to include: Name of contact, email address, website information, phone number, and fax number for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for providing a response to spot market quotes issued by the County. These

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services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (Eastern Standard Time).

Bidders must be able to demonstrate that they have a minimum of two (2) years of experience in providing Cisco Systems Maintenance and repair for other entities to at least three (3) client references.

Bidders shall be Original Equipment Manufacturers (OEM's), authorized resellers, or authorized distributors of Cisco hardware, Cisco software, and Cisco maintenance & support. Bidders need to provide supporting documentation.

GROUP 1 – CISCO HARDWARE & PARTS

This group allows County departments to obtain all hardware, parts, components, and accessories pertaining to Cisco Systems.

GROUP 2 - CISCO SOFTWARE

This group allows County departments to obtain all software and related maintenance pertaining to Cisco Systems.

GROUP 3 - CISCO MAINTENANCE, TECHNICAL SUPPORT, AND REPAIR SERVICES

This group provides the County with maintenance, technical support, and repair services for County Cisco Systems. Maintenance & support is required beyond the initial manufacturer warranty to help ensure that critical network issues are resolved with minimal interruption to County operations. Repair services will be required on an as needed basis. Vendors shall update MDPLS' Cisco SmartNet account when new equipment or software is purchased from the resultant contract. Should other agencies access the resultant contract, vendors shall update the agency's respective Cisco SmartNet account.

GROUP 4 - CISCO PROFESSIONAL SERVICES

This group allows County departments to obtain qualified personnel with experience in Cisco Systems to provide consulting services to augment technical staff.

2.6 PRICES SHALL BE ESTABLISHED IN ACCORDANCE WITH TECHNICAL SPECIFICATIONS

If the vendor is awarded a contract under this solicitation, the prices offered by the vendor shall be accepted in accordance with the provisions established in Section 3 of this solicitation entitled "Technical Specifications".

2.7 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

2.8 WORK ACCEPTANCE

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Projects to be performed under this contract will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.9 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.10 TRADE-IN ALLOWANCES

It is hereby understood that the County may wish to trade in existing equipment in exchange for the new equipment specified in future RFQ's as a result of this solicitation. For this reason, a trade-in allowance may be quoted by the bidder in order to be considered for award.

Should a trade-in allowance be requested by the County, the following information will be provided to the bidders:

- Manufacturer Name
- Model Number
- Serial Number
- Quantity

The equipment may be inspected by contacting the requesting user department for an appointment. The trade-in equipment shall be removed from the County's premises at no cost to the County.

2.11 HOURLY RATE

The hourly rate quoted in any RFQ's as a result of this solicitation shall be deemed to provide full compensation to the bidder for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The bidder shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. If overtime is allowable under this contract, it will be covered under a separate item in the special clauses.

2.12 WARRANTY REQUIREMENTS

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within ten (10) days after the County notifies the bidder of such deficiency in writing. If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within ten (10) calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the bidder in default of its contract, and/or (b)

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procure the products or services from another bidder and charge the bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

The bidder shall be responsible for all shipping costs associated with the return of defective parts or devices, whether new, remanufactured, or refurbished.

Additional warranty may apply if so specified in the Request for Quotations.

Group 1: Cisco Hardware & Parts.

At a minimum, bidders shall warrant new parts or components against faulty labor and/or defective materials for a period of at least one (1) year after the date of acceptance of the parts or devices by the County. If the OEM provides warranties that last beyond one year, then the County is entitled to receive such warranty. This warranty requirement shall remain in force for the full period identified above; regardless of whether the bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the bidders does not constitute of waiver of these warranty provisions.

If parts or components covered under warranty become defective and must be repaired and/or replaced by the bidder, the bidder hereby understands and agrees to complete the repairs or resupply the required parts or devices, at no cost to the County. If the bidder is a reseller of OEM products, any interaction with the OEM related to products under warranty is the responsibility of the bidder.

The County shall have the option of returning orders by notifying bidders in writing within thirty (30) day after delivery. When this option is exercised restocking charges shall not exceed 10% of purchase price. Bidders can waive this requirement only by indicating on their spot market response that items are "Special Ordered" and cannot be returned. The waiver cannot be standard on bid responses and must be placed in a conspicuous place on the response document.

Group 3: Cisco Maintenance, Technical Support, and Repair Services

In addition to any other warranty, it is hereby agreed and understood that all repairs, remanufactured and/or refurbished parts supplied by the bidder shall be warranted for a period of at least ninety (90) calendar days after the parts or devices have been received and accepted by the County, against both faulty labor and/or defective materials.

2.13 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A WORK ORDER

The bidder shall neither commence any work, nor enter a County work premise, until a Work Order directing the bidder to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

2.14 ENVIRONMENTAL STANDARDS

In response to energy costs, environmental concerns, and government directives, there is an increased need for sustainable and "green" business IT operations. Applicable products bid in response to this solicitation and offered under the resulting contract are to comply with specifications detailed in the Request for Quotation (RFQ). Equipment solicited under this contract through the competitive RFQ process may require Energy Star 4.0, Cisco EnergyWise, or other recognized programs for energy efficiency as required.

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SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF SERVICE

It is the intent of Miami-Dade County to obtain Uninterruptible Power Supply (UPS) Systems, maintenance, repair services, parts, and accessories on an as needed basis to support County operations. UPS Systems are critical to the sustainability of County operations in the event of an extended power outage. The services and equipment purchased and maintained through this contract is intended to provide redundant power protection to critical County systems and/or entire facilities.

3.2 BACKGROUND

The awarded contract will provide the County with the ability to procure Cisco brand hardware, software, maintenance, technical support, repair services, including but not limited to cabling, parts and accessories. It enables network administrators to segregate the Library's various networks while allowing them to communicate with each other. Additionally, it allows Library computers to access the internet while protecting the network against external unauthorized access. Telecommunication access over multiple mediums including but not limited to wired and wireless devices, as well as the security of said access. It allows for the delivery of all library related services through the data center's Cisco servers and across the entire Cisco infrastructure within all Library branch locations.

3.3 GROUPS

Potential vendors may pre-qualify for any of the following groups:

Group 1 – Cisco Hardware & Parts

Vendors in this group shall be Cisco certified partners. These vendors may provide Cisco hardware which includes but is not limited to: switches, routers, firewalls, parts, access points, wireless network cards, cables, accessories, and antennas.

Group 2 – Cisco Software

The Library currently utilizes Cisco software such as: AAA, ASA with SSM-20 and Cisco Works. Vendors in this group shall be Cisco certified partners and may provide current software, and upgrades to existing software, including any future requirements the Library may have for Cisco software.

Group 3 – Cisco Maintenance, Technical Support, and Repair Services

The County owns a considerable amount of Cisco equipment and software. Vendors in this group shall be Cisco certified partners and be qualified to provide Cisco SMARTnet maintenance for the existing and future Cisco equipment and software.

Service levels for maintenance for current items must match existing levels: IPS Svc, AR NBD (SU1), SMARTnet 8x5xNBD (SNT), SMARTnet Premium 24x7x4 (SNTP), and Software Application Support (SAS). Please refer to **Attachment "A"** for a list of current Cisco hardware and software and maintenance levels. Future purchases may include maintenance equal to or greater than current levels and as specified in the Request for Quote.

Group 4 – Cisco Professional Services